

TASK	ESTIMATED DURATION	CATF (TF) MEETING	CATF REVIEW/ DISCUSSION	OCT '15	NOV '15	DEC '15	JAN '16	FEB '16	MAR '16	APR '16	MAY '16	JUN '16	JUL '16	AUG '16	SEP '16	OCT '16	NOV '16	DEC '16
1. Organizational Support/Work Plan (Note: this addresses part of CC Scope IV)			Work plan, public process, & CATF schedule	-----TF---X														
		10/13																
a. Establish Staff Team, allocate FTE	10/2--10/23																	
b. Draft Work Plan-Internal & Peer Review	10/2--10/16																	
c. Review Processes: CATF, Partners, Public	10/2--10/16																	
d. Identify Consultant Work, Resources	10/2--10/30																	
e. Establish CATF Meeting Support: Monthly	10/2--10/9																	
*CATF Packet	10/9																	
2. Identify Group of Experts, Partners, Advisors (Note: This supports CC Scope III & IV)			Feedback on list of potential contributors	-----TF---X														
		10/13																
a. Determine Roles, Level of Participation	10/9--10/13																	
b. Outreach and Education of Representatives	10/19--11/20																	
*CATF Packet	10/9																	
3. Establish Goals/Key Outcomes for CAP (Note: This is part of CC Scope IIA)			Discuss staff drafts; add, modify (forward to CC?)	-----TFX														
		11/24																
a. Staff Draft (start with existing plans/goals)	10/19--11/25																	
b. CATF Review (recommend to Council?)	11/24																	
*CATF Packet	11/20																	
4. Establish CAP Framework (Scope, Extents, Assumptions, & Content Outline) (Note: This is part of CC Scope IIC)			Feedback/ concurrence	-----TF--X														
		12/15																
a. Scope and Extents (i.e. Operational--City Org., Community--UGB)	10/2--10/9																	
b. Update GHG Inventories (City and Community)	10/2--1/15																	
c. Establish Structural Elements	10/2--10/9																	
i. Buildings and Energy																		
ii. Land Use and Transportation																		
iii. Consumption and Solid Waste																		
iv. Food and Agriculture																		
v. Health and Social Services																		
vi. Urban Natural Resources																		
d. Draft CAP Outline (TOC)	10/19--'12/11																	
* CATF Packet	12/11																	
5. Establish Preliminary GHG Reduction Target and Interims (Note: CC Scope IIB)			Hear from experts, stakeholders and staff and set preliminary target	-----TF-->														
		1/19																
a. Staff Compile Information for CATF Review:																		
i. Current Science; State, Federal Targets, etc.																		
ii. Corvallis, Community GHG Inventories																		
iii. Other Communities Existing Conditions, Targets																		
b. CATF Establish Preliminary Target(s)																		
	1/15 (or earlier if possible)																	
*CATF Packet																		

CORVALLIS OPERATIONAL AND COMMUNITY CAP: WORK PLAN AND TIME LINE																		
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6. Develop Background, Issue Summaries, Evaluation Criteria: written as draft elements of the plan (Note: Includes Remainder of CC Scope IIA and Part of IIC)	11/1--3/31	2/22, 3/15	Review background/issues, existing context, and develop rough/preliminary evaluation criteria															
a. Staff Develop, With Input From External Partners:																		
-- Climate Change Science Projections																		
-- State and Federal Context																		
-- Solutions/Strategies Others are Pursuing																		
--Existing Conditions, Corvallis & Community Context																		
--Existing Strategies/Policies/Actions Corvallis & Community are Implementing																		
--Issues and Options for Corvallis/Community																		
--Goals/outcomes for CAP (Established by CATF)																		
-- Draft Evaluation Criteria																		
b. CATF Review, Modify Evaluation Criteria																		
*CATF Packets	2/19, 3/18																	
7. Compile Existing Objectives/Actions (City and Community) (Note: Part of CC Scope IIC)	11/1--4/30	4/19	Review Potential Actions; Screen for Actions to be Further Evaluated															
a. Review/Update Relevant Existing City Objectives/Actions																		
b. Outreach to Community Partners for Relevant Existing Objectives/Actions																		
c. Research and Compile "Best Practices"																		
d. Staff Develop Additional Potential Operational Objectives/Actions																		
e. Staff and External Partners Develop Potential Community Objectives/Actions																		
f. CATF Review, Add/Eliminate Potential Objectives/Actions																		
*CATF packet	4/15																	
8. Evaluate/Characterize Potential Actions (Note: Part of CC Scope IIC)	1/1--6/30	6/21 (may require 2 meetings)	Prioritize Actions; Screen out Low-Value or Unfeasible Actions															
a. Develop Rough (order of magnitude) Cost-Benefit, Estimated GHG Reduction, and Relative Scaling of Options																		
b. Develop Rough Assessment/Characterization of Actions																		
c. Apply CATF Rough Criteria to Actions--Evaluate																		
d. Develop Materials for Topic Expert/Public Review																		
e. CATF Review																		
*CATF Packet	6/17																	
9. Public Outreach (Repeated for each of 6 topic areas/categories) (Note: Part of CC Scope III)	5/1--8/31																	
a. Topic Specific Public Forum																		
b. Topic Specialist/Advisors Meeting																		
c. Staff Assimilate Comments and Specialist Recommendations																		

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10.Develop Draft CAP (Note: Part of CC Scope IIC)	7/1--9/30	9/20	Review and Release for Public Comment															
a. Compile Draft Prioritized Actions from Staff, External Partner/Experts and Public Outreach																		
b. Additional Research and Analysis as Needed																		
c. Develop Staff-Recommended Plan Based on All Inputs																		
d. CATF Review																		
*CATF Packet	9/16																	
11. Revisit Preliminary GHG Reduction Targets	9/1--9/30	9/20	Review and modify as appropriate based on review of draft CAP															
*CATF Packet	9/16																	
12. Public Comment (Seek broader input)	10/1--10/31																	
13. Evaluate/Incorporate Feedback and Process for Approval	11/1-12/15																	